

D1: Health and Safety Policy

Part 1 - General Statement of Policy

This document is the Health and Safety Policy of Laxfield Village Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for Management Committee Members, Volunteers, Hirers, Contractors and other Visitors.
- b) Keep the Village Hall and equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for Management Committee Members, Volunteers, Hirers, Contractors and other Visitors.

It is the intention of Laxfield Village Hall Management Committee to comply with all relevant Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Laxfield Village Hall Management Committee considers the promotion of the health and safety of those who use its premises, including Contractors who may work there, to be of utmost importance. The Management Committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work.

To this end, the Committee will encourage its Members, Volunteers, Hirers, Contractors, and other Visitors to engage in the establishment and observance of safe working and other practices.

All Hall users will be expected to recognise that there is a duty on them to comply with the practices set out by the Committee, with all safety requirements set out in the Hiring Agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Part 2: Organisation of Health and Safety

The Laxfield Village Hall Management Committee has overall responsibility for health and safety at Laxfield Village Hall and takes day to day responsibility for the implementation of this policy.

It is the duty of all Members, Volunteers, Hirers, Contractors and other Visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Management Committee in keeping the premises safe and healthy.

It is the responsibility of Hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

Should anyone using the Hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the Chair or the Bookings Manager as soon as possible so that the problem can be dealt with.

Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Chair or the Bookings Manager informed as soon as possible.

The following persons have responsibility for specific items:

- First Aid box: Chair
- Reporting of Accidents: Chair
- Fire precautions and checks: Chair
- Risk Assessment and Inspections: Chair
- Information to contractors : Chair
- Information to hirers: Bookings Manager
- Insurance: Treasurer

A plan of the Hall must be made available showing the location of electricity consumer units (2), emergency exits, fire doors, and fire extinguishers.

Part 3: Arrangements and Procedures

3.1 Licences

The hall is licensed for music, singing and dancing. The sale of alcohol is permitted through a Mid- Suffolk District Council Premises Licence.

3.2 Fire Precautions and Checks

The Management Committee is responsible for completing Fire Risk Assessments in accordance with current regulations.

The Chairman is responsible for testing of the fire alarm system and keeping a Log Book.

Weekly: checks and cleaning of door mats, floors, toilets and kitchen area are conducted by the Caretaker provided by Laxfield Parish Council.

Monthly: checks of the First Aid Box, ladders, fire doors, locks and signage and are conducted by the Management Committee.

Half Yearly: Heating and air conditioning units, window cleaning, outside gutters,

Yearly: Fire extinguishers and fire alarm systems.

5 Yearly: Fixed Wire Testing by qualified contractor.

3.3 Procedure in case of accidents

The First Aid Box is located in the kitchen.

Contact details for nearest GP, Hospital, first aiders and fire station are displayed on the notice board in the entrance lobby of the hall.

A defibrillator is fitted to the external wall near the main entrance. It is maintained by Laxfield Parish Council. Full instructions for access are on the front of the defibrillator cabinet. The access code is also held in the First Aid Box.

An Accident and Issues Book is in the kitchen (on worktop by the broadband router). An entry must be completed whenever an accident occurs.

Any accident must be reported to the Chair of the Management Committee.

3.4 Safety Rules

All Hirers will be expected to read the whole of the Hiring Agreement and sign as evidence that they agree to the hiring conditions.

All statutory or local regulations and rules for public safety must be strictly observed by Hirers and fire and safety equipment must not be misused or removed from its designated location. Fire exits must not be obstructed. Illuminated fire exit signs must be on for all events.

3.5 Contractors

The Management Committee will check with Contractors (including self-employed persons) before they start work that:

- The contract is clear and understood by both the Contractors and the Committee.
- The Contractors are competent to carry out the work (e.g. have appropriate qualifications, references, experience).
- Contractors have adequate public liability insurance cover.
- Contractors do not work alone on ladders at height (if necessary a Volunteer should also be present).
- Contractors have their own health and safety policy for their staff.
- The Contractor knows which member of the Management Committee is responsible for overseeing that their work is as asked and to a satisfactory standard.
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations.

3.6 Insurance

The company providing the hall's Employer's Liability and Public Liability insurance cover is:

Hiscox Insurance . Date of renewal: 1st April 2024

3.7 Review of Health and Safety Policy

The Management Committee will review this policy annually.

Next scheduled review date: March 2025.